

RESOLUTION 2023-009

A RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF THE IMMOKALEE FIRE CONTROL DISTRICT ADOPTING JOB DESCRIPTION – DIVISION CHIEF AND JOB DESCRIPTION – SUPPORT OFFICER

The undersigned, being all of the Fire Commissioners of the Board of Fire Commissioners of the Immokalee Fire Control District, a governmental entity, by this instrument at a meeting of the Board of Fire Commissioners, hereby consent to the following resolutions:

WHEREAS, the Board of Fire Commissioners of the Immokalee Fire Control District desires to adopt a Job Description for Division Chief and Job Description – Support Services Officer, Attached hereto as Attachments 1 and 2;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF FIRE COMMISSIONERS OF THE IMMOKALEE FIRE CONTROL DISTRICT that the Job Description – Division Chief, and the job Description – Support Services Officer, attached hereto as Attachment 1 and Attachment 2, respectively, are hereby adopted.

This resolution shall take effect immediately upon its adoption.

The foregoing resolution was offered by Commissioner Gunthner who moved for its adoption. The motion was seconded by Commissioner Brister, and the Vote was as follows:

Commissioner Patricia Anne Goodnight	<u>yes</u>
Commissioner Joseph Brister	<u>yes</u>
Commissioner Donald Gunthner	<u>yes</u>
Commissioner Bonnie Keen	<u>yes</u>
Commissioner Robert Halman	<u>yes</u>

Duly passed and adopted on this 24th day of August, 2023.

Board of Commissioners of the Immokalee Fire Control District

By: Patricia Anne Goodnight
Patricia Anne Goodnight, Chair

IMMOKALEE FIRE CONTROL DISTRICT

JOB DESCRIPTION

Job Title: Division Chief

Department: Administration

Salary: As determined by the Pay Scale

FLSA STATUS: Exempt

POSITION SUMMARY

This is a managerial officer position responsible for the organization, direction, supervision, discipline, and coordination of the assigned areas of operation. This position requires comprehensive knowledge of the District to enable oversight of the Divisions as assigned (e.g. Logistics, Training, Operations and Life Safety & Fire Prevention).

SUPERVISORY RESPONSIBILITIES

As assigned.

ESSENTIAL FUNCTIONS

The Essential Functions contained within this Position Description are representative of the required responsibilities for the position, and may not include all responsibilities. The omission of specific statements of duties does not exclude them from the position's responsibilities if the work is similar, related or a logical assignment for this position. Other duties may be required as assigned.

Leadership

- Under the general direction of the Deputy Chief, the incumbent is responsible for daily operations, which may include but is not limited to, the exercise of independent judgement in decision making, delegation, initiative, and short/long term planning.
- Acts as liaison between the Deputy Chief and Division/Department Heads as Assigned.
- Will temporarily assume duties associated with the position of any vacancy of a direct report.
- May be required to prepare agenda items and supporting material for Division/District meetings.

Personnel Management

- Makes recommendations to the Deputy Chief, regarding selection and hire, evaluations of performance, promotions, and disciplinary actions up to and including termination.
- Effectively communicates directives, policies, and procedures to all staff.
- May assist with the preparation and process of collective bargaining negotiations, and the administration of all labor agreements.
- Reviews and approves all reports generated by subordinates.

Administration

- Responsible for development, organization, direction and administration of programs for the District as assigned and ensures successful performance and achievement of the programs' objectives.
- Consults and advises with assigned Division/Department Heads to ensure they have all the resources necessary to fulfill their responsibilities for the District.
- May be required to assist with the Fire District's accreditation process of attainment, compliance, and renewal.

Strategic Planning and Growth

- Assists the Deputy Chief in strategic planning and District growth which may include, but is not limited to:
 - Design, planning and construction of new facilities; and
 - Analyzing and evaluating reports and statistics to ascertain trends, patterns and needs of the District and allocating resources accordingly to meet the changing needs of the District.
- Attends and participates in educational opportunities, conferences and seminars increasing knowledge of technological advancements in emergency operations and applying such knowledge to strategic growth and planning.

Fiscal Responsibility

- Assist in the preparation and administration of the approved District budget.
- Assist in the research, development, management, and administration of District grants.

Policy and Procedure

- Responsible for the development and implementation of District's policies, rules, techniques, and procedures.
- Maintains and enforces rules and procedures of the District.
- Stays current and knowledgeable of laws and regulations relating to Independent Special Fire Districts.

Additional Functions

- Represents the District at various civic, community, or government meetings.
- Must maintain all required certifications and Licensures.
- Takes command of fire and emergency scenes as warranted.

Competencies

- **Communication:** Requires the ability to communicate effectively in both written and verbal formats.
- **Critical Thinking:** Under the general direction of the Deputy Chief, requires the exercise of independent judgment in decision making, delegation, initiative, and leadership in coordinating daily operations, short and long-term planning.
- **Effectiveness:** Performance evaluation will be made based on work performance, attainment of objectives, review of activities, written and oral reports and through periodic conferences with the Deputy Chief.

REQUIREMENTS

Minimum Requirements

- Ten (10) years progressively responsible full-time, paid professional experience with a full-service Fire Department, including five (5) years of managerial experience serving as a full-time paid professional Fire Officer.
- Must possess an Associate's Degree from an accredited college or university with a major in any of the following: Fire Administration, Public Administration, Business Administration, Management, Executive Management, Fire and Emergency Services Management or a related field.
- Must meet the requirements of F.S. 633
- Must possess Florida Association of Special Districts Certified District Manager Certificate or complete/obtain within 24 months of being hired
- Must possess and maintain a valid Florida Emergency Medical Technician.
- Must possess and maintain a valid Florida class "E" driver's license.
- All candidates must have the ability to perform prolonged physical activity under hazardous conditions.
- The selected candidate must pass the entrance physical by the Fire District's physician

Preferred Requirements

- Twenty (20) years of progressively responsible full-time, paid professional experience with a full-service Fire Department, including eight (8) years of managerial experience serving as a full-time paid professional Fire Officer.
- Possess a Bachelor's Degree from an accredited college or university with a major in any one of the following: Fire Administration, Public Administration, Business Administration, Management, Executive Management, Fire and Emergency Services Management or a related field.
- Possess a valid Florida Fire Inspector I or II certification.
- Possess a valid Florida Fire Investigator I or II certification.
- Possess a valid Florida Fire Instructor I, II or III certification.
- Possess a valid Florida Paramedic license.
- Completed Florida Fire Chief's Association's Emergency Service Leadership Institute courses
- Completed National Fire Academy Executive Fire Officer program

PERFORMANCE APTITUDES

Data Utilization

Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

Human Interaction

Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools, and Materials Utilization

Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude

Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude

Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning

Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning

Requires the ability to exercise judgment, decisiveness, and creativity in critical and/or unexpected situations involving moderate risk to the organization.

ADA COMPLIANCE

Immokalee Fire Control District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Fire District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability

Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

Sensory Requirements

Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, fumes, hazardous materials, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, water hazards, bright/dim light, toxic agents, disease, pathogenic substances, or animal/wildlife attacks.

ACCEPTANCE

I hereby certify that I have read and understand the above job description.

Division Chief

Date

ATTACHMENT 2
IMMOKALEE FIRE CONTROL DISTRICT

JOB DESCRIPTION

Job Title/Rank: Support Services Officer/ Rank as determined by the Fire Chief

Department: Administration

Salary: As determined by the pay scale

FLSA Status: Non-Exempt

GENERAL FUNCTIONS:

- Responsible, professional, and technical position.
- Involved in assisting with the organization, administration, coordination and inventory control for all facilities, apparatus and vehicles, tools and equipment, and personal protective clothing and equipment.
- The work includes maintaining current inventory records, compiling inventory data, entering data into computer, and producing reports.
- The work requires the ability to communicate effectively in both written and verbal formats. The work is performed under the general direction of the Division Chief of Support Services and requires the exercise of independent judgment in decision making, delegation, initiative and leadership in coordinating daily operations, and short and long term planning.
- A written evaluation will be made based on work performance, attainment of objectives, review of activities, written and oral reports and through periodic conferences with supervisor.

REPORTING RESPONSIBILITIES: Division Chief of Support Services or Designee

SUPERVISORY RESPONSIBILITY: As assigned

REQUIREMENTS:

- Must possess and maintain a valid Florida class "E" driver's license.

Experience

If position filled by an internal transfer candidate:

Required:

- Must have two (2) years of service with Immokalee Fire Control District.
- Must stay in position for a minimum of three (3) years before requesting transfer.

Preferred:

- One (1) year of experience and/or training involving inventory control, customer service, general office work, and personal computer operations or any equivalent combination of education, training, and experience.

If position filled by an external candidate:

- Must have one (1) year of experience and/or training involving inventory control, customer service, general office work, and personal computer operations or any equivalent combination of education, training, and experience.
- Fire Service experience, knowledge or background preferred.

DISTINGUISHING RESPONSIBILITIES:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related or a logical assignment for this classification. Other duties may be required and assigned.

- Develops and maintains an inventory control system to maintain current status of ALL District assets, equipment, tools, supplies, and other materials; assists with development of policies and procedures for distribution/use of vehicles, equipment, tools, and other materials.
- Maintains computerized inventory records; receives information from field personnel, or other sources regarding inventory activities; enters items ordered, items received, items issued, items transferred, and other inventory activities into computer system; researches inventory records in computer system as needed.
- Prints various inventory reports; produces and distributes reports to initiate maintenance activities on equipment in inventory.
- Monitors inventory levels to ensure adequate quantities; conducts periodic physical inventory counts.

- Maintains organization of shop, supply room, or other areas; organizes storage areas and assigns number/labels to stock items to facilitate identification and location of items.
- Receives incoming orders, packages, or deliveries at Essential Services; for items received at Support Service Headquarters, inspects deliveries to verify receipt of correct materials and of entire order; verifies accuracy of packing slips and receiving documents, and forwards documents to supervisor; places/stores incoming materials and equipment into proper location; loads/unloads materials; processes transfer of inventory items to various locations.
- Monitors services provided by contractors to ensure quality of goods/services and compliance with terms of contracts; verifies accuracy of invoices submitted by contractors.
- Performs administrative or manual tasks associated with work activities.
- Prepares or completes various forms, reports, correspondence, work orders, work requests, inventory records, inventory reports or other documents as directed.
- Receives various forms, reports, correspondence, work orders, invoices, receipts, packing slips, price quotes, certificates of insurance, inventory records/reports, vehicle maintenance reports, equipment test reports, fuel level readings, contracts, catalogs, technical data, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates a personal computer, copier, fax machine, calculator, telephone, two-way radio, fork lift, pallet jack, pallet stacker or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheets, inventory control, database, email, Internet, or other computer programs; provides training and technical assistance to inventory control system users; provides input regarding technology uses/needs. Capable of driving and maneuvering truck/trailer combination.
- Communicates with supervisor, employees, other departments, customers, vendors/suppliers, contractors, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information or resolve problems.
- Performs general/clerical tasks, which may include issuing tool/materials, making copies, distributing documentation, sending/receiving faxes, filing documentation, processing incoming and outgoing mail.
- Performs other duties as required or assigned.

- Assists with annual physical inventory of District's fixed Assets.
- Assists with reconciling existing fixed asset list to physical inventory.
- Assists with fixed asset verification for year-end audit.
- Records, monitors, and tracks all assets sent out for repair or replacement as directed.
- Assists in preparation of annual budget for Support Services Division.
- Assists in Title, Tag and Registration for new vehicles.
- Assists in the pick-up and delivery of vehicles being repaired, serviced, or purchased.
- Assist with the annual Air Pack flow test inspection and repairs.
- Assists with the annual bunker gear inspection, test, and repairs. Updates the bunker gear replacement list as directed.
- Assists with the annual inspection and repair of extrication equipment.
- Assists with the annual hose testing procedure.
- Coordinates service and repair of small engines as directed.
- Assists with the assignment and collection of hurricane supplies prior to and after a storm.
- Assists with the disbursement of food and water supplies prior to a storm.
- Coordinates the maintenance and repair of all facility and vehicle fire extinguishers.

ADDITIONAL FUNCTIONS:

All assets purchased by or donated to the Immokalee Fire Control District must be controlled.

Receiving:

The Support Services Officer will, upon notification of arrival, confirm all items or assets listed on packing slip or order are accounted for, sign packing list and place identification tags and number on purchase order and file to the appropriate station or apparatus.

Shipping:

It is the responsibility of the Support Services Officer to assist with monitoring all items shipped by the District. Items shipped are recorded and sent out using the appropriate form. Any and all invoices associated with purchased goods and/or shipping charges shall be forwarded to the Division Chief of Support Services as soon as possible.

PERFORMANCE APTITUDES:

Data Utilization: Requires the ability to compile, assemble, copy, record and/or transcribe data according to a prescribed scheme or plan. Includes judging whether readily observable functional, structural, or compositional characteristics are similar to or divergent from prescribed standard, procedures, or routines.

Human Interaction: Requires the ability to exchange information for the purpose of clarifying details within well established policies, procedures, and standards.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights and measures.

Functional Reasoning: Requires the ability to carry out detailed but routine written or oral instructions. Involves routine work according to clearly prescribed standard practices, with some latitude for independent judgment.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable. Requires the ability to exercise judgment in situation characterized by repetitive or short cycle operations covered by well established procedures or sequences.

ADA COMPLIANCE:

Physical Ability: Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and

balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

Immokalee Fire Control District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Fire District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACCEPTANCE:

I hereby certify that I have read and understand the above job description.

Logistics Officer

Date

Fire Chief

Date